WELCOME PACKET

298TH REGIMENT, MFTU (RTI)

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SMOKE FREE FACILITY

ABSOLUTELY NO SMOKING WITHIN THE 298TH REGIMENT COMPOUND.

THERE IS ZERO DESIGNATED SMOKING AREA.

AREA LAYOUT

- ADMINISTRATION
- AUDITORIUM
- BILLETING
- CLASSROOMS
- DINING FACILITY
- PARADE & TRACK FIELD
- PARKING AREAS
- RECYCLE AND TRASH BIN
- OFFLIMITS AREAS

OFF LIMITS
OFF LIMITS
White Recycle Bin
Billeting
PARKING C
Trash Bin
Parade and Track Field
Auditorium
DFAC
Admin
Classrooms
PARKING B
PARKING A
OFF LIMITS

OFF LIMIT AREAS

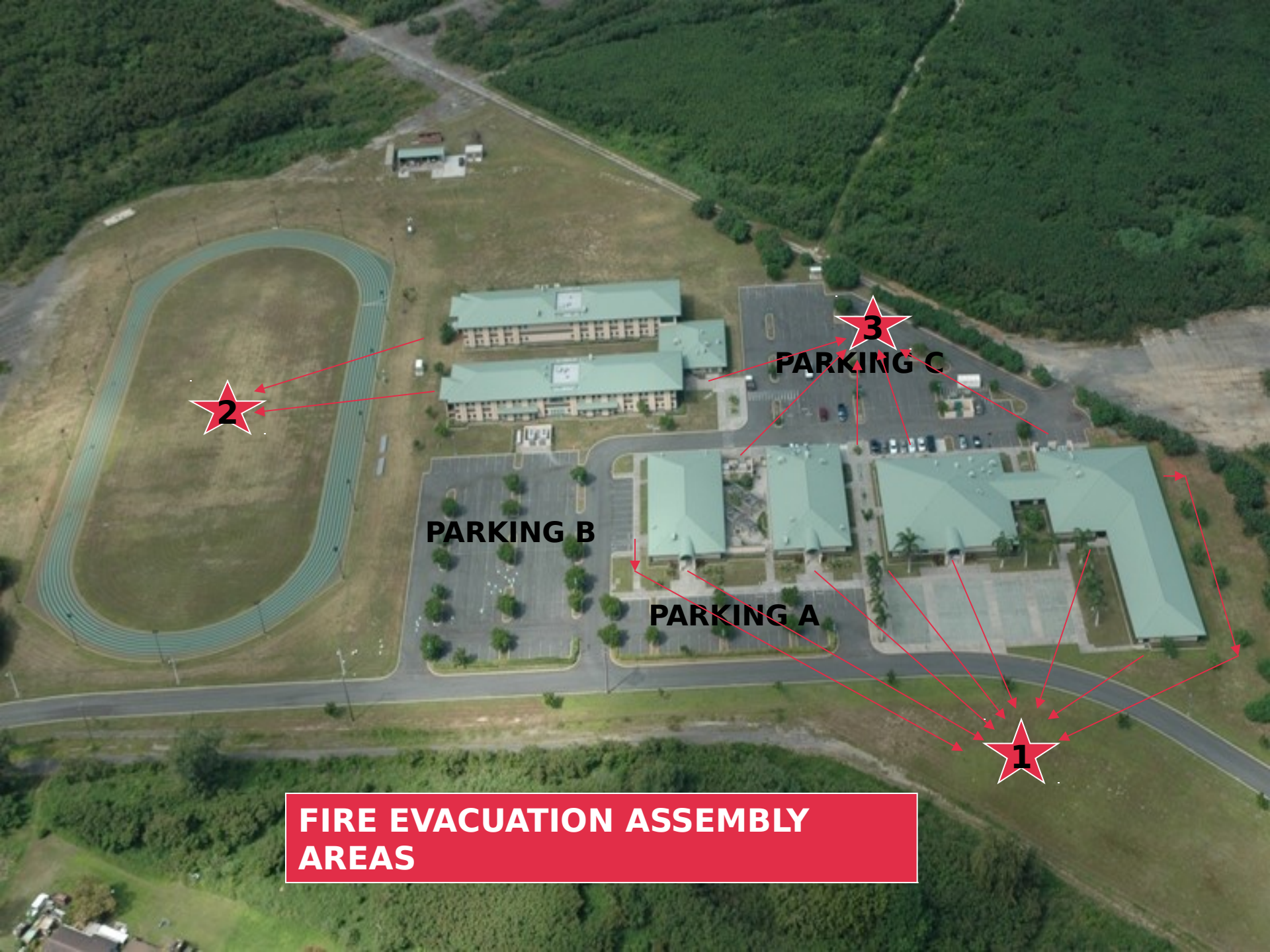
ONLY AUTHORIZED PERSONNEL MAY ENTER INTO OFF LIMIT AREAS

HAZARDOUS MATERIALS/ WASTE STORAGE AREAS

UNDEVELOPED AREAS BEYOND HAZMAT/MAINTENANCE/PARADE FIELD

CASE OF EMERGENCY

- Call 911.
- In case of fire alarm, follow fire evacuation plan posted and proceed to the designated assembly area. Ensure everyone is accounted for.
- Notify RTI POC and complete incident report.
- All units utilizing the 298th Regiment Facilities may be required to practice evacuation procedures.


3
PARKING C
2
PARKING B
PARKING A
1
FIRE EVACUATION ASSEMBLY AREAS

AUDITORIUM, Bldg. 713

- No food or beverages allowed in auditorium.
- No gum chewing.
- Only authorized personnel to operate the audio/video equipment.
- Keep doors closed at all times.
- Do not rearrange or remove flags from stage.
- Chairs and desk in folded position after use.
- Sweep and mop the floor in and around the seating area.
- Report any broken/defective equipment to the Facility Manager.

BILLETING

- **NO FOOD IN BILLETING.**
- **DO NOT MOVE FURNITURE AROUND.**
- **Lights turned off when room is unoccupied.**
- **Thermostat set at a minimum of 74 degree F when occupied, 85 degree F when unoccupied.**
- **Rooms will be kept clean and orderly at all times.**
- **Common Areas will be kept clean and orderly at all times.**
- **Hallways will be swept daily.**
- **<u>Clearing Barrels are not for trash!!!</u>**

.AUNDRY ROOM

- REMOVE ALL ITEMS FROM POCKETS.
- NO WASHING AND DRYING OF FIELD EQUIPMENT.
- NO WASHING OF FOOT WEAR.
- NO SITING ON WASHERS, DRYERS, OR TABLES.
- ALL PERSONNEL SHALL KEEP THE LAUNDRY ROOM CLEAN AND ORDERLY AT ALL TIMES.
- REPORT DAMAGED EQUIPMENT TO BILLETING OFFICE.
- LAUNDRY DETERGENT AND PROPER CHANGE IS NOT AVAILABLE AND WILL NOT BE PROVIDED.
- **THE 298TH REGIMENT MFTU IS NOT RESPONSIBLE FOR ANY DAMAGES TO PERSONNAL ITEMS CAUSED BY MISUSE OF LAUNDRY ROOM EQUIPMENT.**

FITNESS CENTER

- Covered shoes will be worn at all times.
- No alcohol/tobacco products will be used while inside the facility.
- No gum chewing.
- Bring towels to wipe perspiration from yourself.
- Equipments shall be wiped down and sanitised after each use.
- No dropping or slamming of weights.
- Observe all safety/warning labeled on fitness equipment.
- Remove weight pin and place into lowest setting after use.
- Report any broken/malfunctioning equipment to management.

CLASSROOM

- Only drinks with a LID COVER can be brought into classroom.
- Thermostat set at a minimum of 74 degree F when occupied, 85 degree F when unoccupied.
- No tape or thumb tack on classroom walls.
- Classroom shall be cleaned and trash emptied daily.
- Classroom doors will not be propped open at any time.
- Return the classroom to it’s original configuration after use.

DINING FACILITY, Bldg 712

DINING ROOM

- Keep doors closed at all times.
- Tables and chairs aligned.
- Tables cleaned and free of food residue.
- Floors swept and mopped, scuff marks removed.
- Doors and windows cleaned of hand prints and streak free

DINING FACILITY CONT.

Kitchen and Equipment

- Inspect all equipment for serviceability.
- All food service equipments cleaned, sanitized, free of food particles and water spots.
- Floor swept, mopped, and grease free.
- Tables cleaned and sanitized.
- All utensils, pots and pans clean, sanitized and organized.
- All perishable foods removed from refrigerators and freezers before clearing.
- Trash containers emptied, washed out and liner replaced.
- Dish washer room and equipment cleaned, free of mold, food particles, and neatly organized.
- Food disposal sinks shall be cleaned after every use, free of mold, food particles, and sanitized.
- Outside area around DFAC clean and free of trash.

FACILITIES

- This is a military installation, individual and group discipline are paramount. We expect you to follow our policies and enforce them on your peers, subordinates and any other individuals associated with training.
- Common courtesy when using this facility. If you break it, notify someone from this Regiment. If you notice it broken, notify someone. If you signed for it, you are responsible for its safekeeping, care, and serviceability at all times.
- Pick up after yourselves during training and off duty times. Respect our facility. If you don't want people doing it at your house, don't do it in ours.

FACILITIES CONT.

- There is no organized running (i.e. Formation Runs) along Tinker Road (outside the front gate of the Regiment). Individual PT running is authorized with appropriate reflective devices.
- There is no smoking on 298th property.
- No Boots or Spikes Shoes on PT Track.
- SAFETY – Everyone is accountable. Report all unsafe acts to chain of command. Violators will be removed and banned from entering the 298th Regiment MFTU, HIARNG property.
- SPEED LIMIT – Driveway is 10 MPH, parking lot is 5 MPH. Do not violate the speed limit rule. Anyone caught speeding will be banned from entering the 298th Regiment MFTU, HIARNG property.

FORCE PROTECTION

At no time will any of the gates entering the 298th Regiment compound be left unsecured.

WASTE MANAGEMENT

- **ONLY** recyclable cardboard and paper products are to be deposited into the **White Recycle Bin**.
- All edible/non-recyclable waste shall be deposited into the green trash bin. Trash pick-up is Monday’s & Thursday’s.
- If you bring pallets, take your pallets with you when you leave.
- Unused MRE heater packets are to be collected separately, labeled as HAZARDOUS WASTE & disposed accordingly.
- The guest unit ECO shall ensure the all environmental protocol is observed.

POLICE CALL POLICY

All units utilizing the Regiment facilities will police up after themselves after every training mission. All areas utilized will be cleaned and free of trash immediately after use or by COB. This includes all common areas that are utilized during duration of your stay.

NOTES

- OBSERVE ALL 298TH REGIMENT FACILITY, SAFETY, ENVIRONMENTAL RULES & REGULATIONS.
- REPORT BROKEN/DEFECTIVE EQUIPMENT IMMEDIATELY TO RTI MANAGEMENT.
- PROVIDE A SAFE WORKING ENVIRONMENT FOR EVERYONE.